

Rules & Regulations for



GCU

Subordinate Lodges, Districts & Subordinate Regional Lodges

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GCU

Title 1

RULES AND REGULATIONS FOR SUBORDINATE LODGES

Part 1

INTRODUCTION

Item 1 Pursuant to the By-Laws of the GCU, and by the authority granted to the Board of Directors by the Bylaws, the Board does hereby promulgate these rules and regulations for its subordinate lodges.

Item 2 The rules and regulations herein promulgated shall be binding on all members and subordinate lodges but only insofar as they shall not be inconsistent with the By-Laws of the GCU.

Part II

OBJECTIVES

Item 3 The purpose of subordinate lodges is:

- (a) To maintain a Fraternal Benefit Society under a representative form of government.
- (b) To admit members into the GCU through its subordinate lodges.

Part III

MEMBERSHIP

Item 4 Every member has the right to apply for membership into a subordinate lodge of his/her choice, but such member must be enrolled in only one subordinate lodge.

Item 5 To remain as members of the subordinate lodges and the GCU, each member must comply with all the obligations of membership.

Item 6 Members shall have the right of floor vote at all subordinate lodge meetings provided they are in compliance with the rules and regulations as established by said local subordinate lodge.

Part IV

TREASURIES

Item 7 Subordinate lodges shall establish a treasury for administrative expenses. Disbursements from a subordinate lodge treasury shall be regulated by each respective subordinate lodge, provided, however, that said disbursements shall not be in contradiction to the By-Laws of the GCU.

Item 8 The Treasurer's report enumerating the financial condition of the lodge must be filed on a quarterly basis with the Fraternal Department.

Part V

ADMINISTRATIVE EXPENSES

Item 9 Administrative expenses of subordinate lodge officers shall be regulated and paid by the respective subordinate lodges.

Part VI

LODGE OFFICERS

Item 10 (a) The following officers **must** be elected at the annual meeting of the subordinate lodge.

- (a) President
- (b) Secretary
- (c) Treasurer

The following officers **may** be elected at the annual meeting of the subordinate lodge or appointed by a majority of the officers, if not so elected.

- (1) Vice President
- (2) Two Auditors
- (3) Athletic Director
- (4) Assistant Athletic Director
- (5) Communications Director
- (6) Fraternal Activities Director
- (7) Sergeant-at-Arms / Standard Bearer
- (8) Chaplain (Clergy)

Item 10 (b) Subordinate lodges may combine the office of Secretary and Treasurer into one individual as Secretary/Treasurer, but must maintain a minimum of three officers.

Item 10 (c) For the offices of President, Vice President, Secretary, Treasurer and Auditor, not more than one member of a family (husband, wife, child) or relative to the second degree of consanguinity (which is defined as brothers and sisters and their children) can be elected, or appointed.

Item 11 The officers of the lodge shall fill all vacancies until the next annual meeting by a majority vote of those present. The President shall have the right to fill all vacancies until the next annual meeting in the event of a tie vote.

Item 12 Only members may hold office, and only after 12 months as a member of the GCU, except in a newly created subordinate lodge.

Item 13 Notwithstanding the above, when deemed necessary by the subordinate lodge members, elected offices may be combined, but not eliminated.

Item 14 Neither members who are officers, officials or employees of another fraternal benefit society, nor their spouses, or children living at home, may hold any office in the subordinate lodge.

Item 15 A majority of the votes cast, of those members being 18-1/2 years of age or over, present and eligible to vote, is required for the election of any officer, delegate or representative of a subordinate lodge, after publication of notice of said meeting at least one month prior thereto in the GCU Magazine, Lodge Member Mailer, or Church Bulletin.

Item 16 Balloting shall be secret unless the majority of those members present and eligible to vote choose otherwise.

Item 17 (a) The term of each office shall be one year. The election of officers shall be held at the annual meeting from among those delegates present. Such annual meetings should be held either in the month of October, November or December.

Item 17 (b) Notwithstanding the above Item 18, the subordinate lodge at its annual meeting has the option to elect or appoint officers for a two year term of office, if the lodge so desires.

Item 18 (a) Lodges within an assigned district are permitted One delegate for every fifty (50) members, being 18 years of age or over, as of June 30th of the current year, may be elected to represent the subordinate lodge at district annual meetings. An appropriate number of alternates may also be elected. The President and Secretary of the subordinate lodge will be automatic delegates to the district's annual meetings and not included in the above number. If they cannot attend, the subordinate lodge may send alternate delegates in their place.

Item 18 (b) Subordinate lodges within an assigned district must have representation at their district annual meeting in order to receive the full lodge subsidy for the following year.

POWERS AND DUTIES OF OFFICERS

PRESIDENT

Item 19

- (a) Preside at all meetings.
- (b) Sign all checks with the Treasurer.
- (c) Vote in case of a tie.
- (d) Call special meetings when necessary.
- (e) Direct all lodge activities.
- (f) Enforce the Rules and Regulations for Lodges and Districts and the By-Laws of the GCU.

VICE-PRESIDENT

Item 20 The Vice-President shall act for the President in all cases where the President is absent or unable to perform his/her duties.

SECRETARY

Item 21 The Secretary shall:

- (a) Record and submit minutes of every meeting to the Fraternal Department at least quarterly.
- (b) Submit reports on lodge activities and volunteer hours to the Fraternal Department.

TREASURER

Item 22 The Treasurer shall:

- (a) Maintain complete records for all income, expenses and donations made by the lodge.
- (b) Deposit all such monies in the lodge treasury.
- (c) Sign all checks with the President.
- (d) Report at every meeting on the financial standing of the lodge.
- (e) Submit the Treasurer's Report and most recent bank statement to the Fraternal Department at least quarterly.
- (f) Submit to Home Office all necessary information to be compliant with IRS rules and regulations.

Item 23 When the Secretary and Treasurer's offices are combined, then that individual will perform the duties of both offices.

AUDITORS

Item 24 The Auditors shall:

- (a) Audit all financial records of the lodge at least annually.
- (b) Report any irregularities or other disorders to the lodge President and President/CEO.

SERGEANT-AT-ARMS/STANDARD BEARER

Item 25 The Sergeant-at-Arms/Standard Bearer shall:

- (a) Maintain order and decorum as directed by the President.
- (b) Display the flag and banner as directed by the President.

ATHLETIC DIRECTOR

Item 26 The Athletic Director shall supervise all approved athletics of the lodge in accordance with regulations promulgated by the President/CEO and National Vice President.

COMMUNICATIONS DIRECTOR

Item 27 The Communications Director shall promote and communicate lodge activities via various publication and social media channels.

FRATERNAL ACTIVITIES DIRECTOR

Item 28 The Fraternal Activities Director shall help to provide fraternal activities for the members and assist in implementing the programs.

CHAPLAIN (CLERGY)

Item 29 The Chaplain shall provide spiritual leadership for the lodge.

Part VII

MEETINGS

Item 30 Regular meetings are held at least once in each quarter of the year. Annual meetings are held in the months of October, November or December. The Annual Meeting can also serve as the 4th quarterly meeting.

Item 31 The following are the Rules of Order of the meeting:

- (a) Call to Order
- (b) Opening with appropriate prayer.
- (c) Pledge of Allegiance
- (d) Roll Call of Officers
- (e) Welcoming of Special Guests and Visitors
- (f) Old Business
 - Discussion of minutes from previous meeting.
In the interest of time, distribute the minutes to attendees prior to the meeting for review.
 - Vote of acceptance on previous meeting minutes
Requires a motion to accept and a second to the motion
 - Reading/distribution of treasurer's report
Does not require motion of acceptance or second to the motion.
 - Reports on events & activities since last meeting
*These may be reports by the President, the Fraternal Activities Director, Athletic Director, Assistant Officers, or by special committee leaders or organizers of said events.
These reports do not require motion of acceptance or second to the motion.*
 - Additional Unfinished Business
- (g) New business.
 - Acknowledgement of new members
 - Reading and/or distribution of correspondence: *Includes mail and email*
 - Updates on future activities and events in the planning process
 - Re-cap of next steps in planning of upcoming events and assignments to planners
- (h) Open floor request for new ideas or activities
- (i) Reports by Special Guests or Visitors (if applicable)
- (j) Election of Officers (if applicable)
- (k) Announcements/reminders of upcoming activities, events and next meeting
- (l) Adjournment and closing of meeting

- Requires a motion to accept and a second to the motion.
- Closing of meeting with appropriate prayer.

Item 32 The President may call a special meeting at any time.

Part VIII

SUBSIDY GUIDELINES FOR ACTIVE SUBORDINATE LODGES

Item 33 Requirements for subsidies for active subordinate lodges:

(Allotment per member as decided by the GCU Board of Directors each year.)

- Minimum of three elected officers who shall serve as President, Secretary, and one additional office.
- Each subordinate lodge must be represented by at least one delegate at their respective District Annual Meeting.
- As stated in Item 30, *regular meetings must be conducted at least once in each quarter of the year. Annual meetings are held in the months of October, November or December. The Annual meeting can also serve as the 4th quarterly meeting.*
- In addition to the meetings, a subordinate lodge must have at least four activities. Of the four activities, one activity should benefit the Church members as a whole, one activity should benefit some part of the community as a whole, and one activity should benefit the youth. Some of the activities can be combined with the quarterly meeting requirement.
- Each meeting’s minutes, attendance report, activities and volunteers hours report, financial report and bank/financial institution statements must be submitted to the Fraternal Department on the quarterly forms provided by the Department or on approved self-produced forms following the format of said forms. A roster of the lodge officers must accompany the annual meeting report.
- The Home Office may require additional documentation with respect to reimbursements.
- As a general rule, a minimum attendance at a meeting of the membership to constitute a quorum should be as follows:

Membership of	150 or less	=	5 members
	151 - 500	=	10 members
	501 - 1000	=	15 members
	Over 1000	=	20 members

All in attendance must sign an attendance roster.

Item 34 Subordinate Lodge funding notes

- Subsidies alone should not be the only means to sustain Subordinate Lodge activities. It is a resource of funding which should encourage Subordinate Lodges to conduct fundraisers.
- Additional funding is available via various programs through the GCU Home Office.

Item 35 Maximum Operating Funds to Receive a Subsidy

The purpose of the GCU Subsidy is to provide funds to assist the subordinate lodges' activities throughout the year. If a lodge has over \$2,500 in various operating accounts (checking, saving, etc.) and special funds (scholarship, etc.) as of December 31st, that lodge will not receive a subsidy for the upcoming year.

Item 36 All information on subordinate lodge activities must be sent to the Fraternal Department by January 31st of the following year for which the subsidy is applied. Subsidies will be direct deposited before April 1 for the preceding calendar year.

Item 37 The subordinate lodge roster count as of December 31st is used for the subsidy.

SUBORDINATE LODGES NOT ENTITLED TO SUBSIDY

Subordinate Lodges who do not comply with the subsidy guidelines, will **NOT** receive a lodge subsidy for that particular year. These lodges will be defined as inactive, and if they do not become active will become candidates for merger.

NOTE: This information is in accordance with the states' MODEL FRATERNAL CODE and IRS requirements.

Part IX

OFFENSES, TRIALS AND FINES

Item 38 Every member accused of an offense, shall be reported at once to the GCU President/CEO.

Item 39 Any member found guilty of an offense enumerated in the By-Laws shall be disciplined as provided for in the said By-Laws of the GCU.

Part X

ITEMS IN GENERAL

Item 40 Immediately upon termination of any office, officers must turn over to the lodge, or upon request to the GCU Home Office, all property, monies and books of record belonging to the subordinate lodge, and submit the records of the lodge for audit to a duly constituted representative of the GCU Home Office delegated by the President/CEO.

Item 41 The President/CEO has authority to remove any officer of a subordinate lodge who refuses or neglects to carry out his/her required duties or refuses to cooperate with the membership or National Officers.

Item 42 Subordinate lodges may adopt additional rules and regulations for the proper conduct of the affairs of the lodge, but such rules and regulations cannot conflict with the Constitution and By-Laws of the GCU or these rules and regulations.

Item 43 Nothing in these Rules and Regulations shall amend or supersede the provisions contained in the By-Laws of the GCU and any Item herein contrary to the said By-Laws of the GCU shall be of no effect.

Item 44 Within 30 days of completion of their term of office, all elected and/or appointed officers shall turn over the appropriate records of their respective office to newly elected or appointed officers at the completion of their term of office.

Item 45 Subordinate Lodge activities should be coordinated so as not to be in conflict with district activities.

Title 2

RULES AND REGULATIONS FOR DISTRICTS

Part I

INTRODUCTION

Para 1 Pursuant to the intent of the By-Laws of the GCU, the Board of Directors of said Union do hereby promulgate these Rules and Regulations for the Districts of the GCU.

Para 2 The Rules and Regulations herein promulgated shall be binding on all members and subordinate lodges of the various Districts but only insofar as they shall not be inconsistent with the By-Laws of the GCU.

Part II

OBJECTIVES

Para 3 The purpose of districts is:

To promote fraternalism and camaraderie within all lodges located in their jurisdiction through District sponsored athletic and social events. The Fraternal-Communications Department of the Home Office will assist in promoting each event sponsored by the district.

Part III

MEMBERSHIP

Para 4 All subordinate lodges are assigned to the various districts as established by the GCU Board of Directors and all newly admitted subordinate lodges shall become members of their District with full rights to participate in all activities of the district.

Para 5 Districts are subject to the supervision of the GCU Board of Directors, and must have a minimum of 3 active lodges. Districts not in compliance with the 3 lodge minimum, will be desolved.

Para 6 Every subordinate lodge will carry out the instructions and orders of the officers of their respective districts but only to the extent that the same are not in conflict with the Rules and Regulations for Lodges and Districts and the By-Laws of the GCU.

Part IV

TREASURIES

Para 7 Districts shall establish a treasury for administrative expenses. Disbursements from a district treasury shall be regulated by each respective district, provided, however, that said disbursements shall not be in contradiction to the By-Laws of the GCU.

Para 8 The Treasurer's report enumerating the financial condition of the district must be filed on an annual basis with the Fraternal Department, as well as after additional district meetings that are held.

Part V

ADMINISTRATIVE EXPENSES

Para 9 Administrative expenses of district officers shall be regulated and paid by the respective district.

Part VI

DISTRICT OFFICERS

Para 10 The following officers must be elected at the annual meeting of the district:

- (a) President
- (b) Secretary
- (c) Treasurer – The offices of Secretary and Treasurer may be combined.
- (d) Athletic Director
- (e) One Auditor

The following offices are **optional** and may be elected at the annual meeting of the district, or may be appointed by the elected officers as necessary:

- (1) Vice President
- (2) Assistant Athletic Director
- (3) Publicity Director
- (4) Fraternal Director
- (5) Sergeant-at-Arms / Standard Bearer
- (6) Chaplain (Clergy)

Para 11 The President may solicit assistance from individuals or lodges within the district for the purpose of event planning and in seeking volunteers to conduct or assist with a specific event planned such as:

- (a) Event Registration
- (b) Publicity
- (c) Photography
- (d) Submission of articles for publication in the *GCU Magazine*, *eMagazine* or Website.

Para 12 For the offices of President, Secretary, Treasurer and Auditor not more than one member of a family (husband, wife, child) or relative to the second degree of consanguinity (which is defined as brothers and sisters and their children) can be elected or appointed.

Para 13 In the best interest of the district, the district at its annual meeting has the authority to combine or not fill the optional offices for which they may elect or appoint individuals.

Para 14 Each elected officer shall have a right to vote for new district officers and be elected from among the delegates at each annual meeting of the District.

Para 15 The term of each office shall be one year. The election of officers shall be held at the annual meeting of the district, from among those delegates present, and such annual meetings shall be held in the month of October, November or December.

Para 16 Only members may hold office, and only after 12 months as a member of the GCU.

Para 17 Neither members who are officers, officials or employees of another fraternal benefit society, nor their spouses, or children living at home, may hold any office in the district.

Para 18 Notwithstanding the above, the district at its annual meeting shall have the option to elect or appoint officers for a two year term of office, if the district so desires.

Para 19 The officers of the district shall fill all vacancies until the next annual meeting by a majority vote of those present. The President shall have the right to fill all vacancies until the next annual meeting in the event of a tie vote.

POWERS AND DUTIES OF OFFICERS

PRESIDENT

Para 20 The District President shall:

- (a) Issue calls for district meetings and preside thereat.
- (b) Sign all checks together with the Treasurer.
- (c) Not permit the district to entertain or engage in any matters contrary to the purposes of the district or the GCU.
- (d) Direct all district activities.
- (e) Report to the GCU President/CEO any activity tending to impair or hinder the further success or purpose of the district.

VICE-PRESIDENT

Para 21 The District Vice-President shall assist the President in all matters, and preside in his/her absence.

SECRETARY

Para 22 The District Secretary shall:

(a) Record the minutes and attendance reports for all meetings, track district activities and volunteer hours of all district events and submit a copy to the Fraternal Department.

(b) Transmit credentials to the subordinate lodges 45 days prior to the annual District meeting.

(c) Receive and respond to correspondence as directed by the District President.

TREASURER

Para 23 The District Treasurer shall:

(a) Collect and deposit all the monies belonging to the District, and place them in a bank in the name of the district.

(b) Sign all checks with the President.

(c) Give a financial report at every meeting.

(d) Submit financial reports (including bank/financial institution statements) to the Fraternal Department after each meeting of the district.

AUDITOR

Para 24 The District Auditor shall examine the financial records of the District, at least annually, and give a report at the Annual Meeting.

ATHLETIC DIRECTOR

Para 25 The District Athletic Director shall supervise all approved athletic activities of the District in accordance with regulations promulgated by the President/CEO and National Vice-President.

ASSISTANT ATHLETIC DIRECTOR

Para 26 The District Assistant Athletic Director shall assist the Athletic Director.

COMMUNICATIONS DIRECTOR

Para 27 The Communications Director shall promote and communicate lodge activities via various publication and social media channels.

FRATERNAL ACTIVITIES DIRECTOR

Para 28 The District Fraternal Activities Director shall help to provide activities for the District members and assist in implementing the programs.

SERGEANT-AT-ARMS

Para 29 The District Sergeant-at-Arms shall maintain order and decorum as directed by the President.

STANDARD BEARER

Para 30 The District Standard Bearer shall display the Flag and Banner as directed by the President.

CHAPLAIN (CLERGY)

Para 31 The District Chaplain shall provide spiritual leadership for the District.

Part VII

MEETINGS

Para 32 Each District **must** conduct an annual meeting in either the month of October, November or December, and each subordinate lodge of the district shall be entitled to send a delegate, being 18 years of age or over, as hereinafter provided. The reports of officers shall be rendered at this meeting and new officers shall be elected for the ensuing year from among duly accredited delegates present.

Para 33 Each subordinate lodge of the district **must** be represented by at least **one** delegate, being 18 years of age or over, at the annual meeting of the district in order to receive their respective lodge subsidies.

Para 34 The following are the rules of order of the meeting:

- (a) Call to Order
- (b) Opening with appropriate prayer.
- (c) Pledge of Allegiance
- (d) Roll Call of Officers
- (e) Welcoming of Special Guests and Visitors
- (f) Old Business
 - Distribution of minutes from previous meeting.
In the interest of time, distribute the minutes to attendees prior to the meeting for review.
 - Vote of acceptance on previous meeting minutes
Requires a motion to accept and a second to the motion
 - Reading/distribution of Treasurer's report
Does not require motion of acceptance or second to the motion.
 - Reports on events & activities since last meeting
*These may be reports by the President, the Fraternal Activities Director, Athletic Director, Assistant Officers, or by special committee leaders or organizers of said events.
These reports do not require motion of acceptance or second to the motion.*

- Additional unfinished business
- (g) New business.
- Acknowledgement of new members
 - Reading and/or distribution of correspondence: *Includes mail and email*
 - Updates on future activities and events in the planning process
 - Re-cap of next steps in planning of upcoming events and assignments to planners
- (h) Open floor request for new ideas or activities
- (i) Reports by special guests or visitors (if applicable)
- (j) Election of Officers (if applicable)
- (k) Announcements/reminders of upcoming activities, events and next meeting
- (l) Adjournment and closing of meeting
- Requires a motion to accept and a second to the motion.
 - Closing of meeting with appropriate prayer.

Para 35 (a) Each subordinate lodge of the district shall be entitled to send one delegate for each 50 members, being 18 years of age or over, or a fraction thereof and each delegate shall have one vote.

Para 35 (b) The GCU Home Office will send annual meeting information on delegates to each district during September of each year, documenting the **maximum** number of delegates each lodge **may** send to the district annual meeting.

Para 35 (c) The President and Secretary of a subordinate lodge will be automatic delegates to the district's annual meetings and shall not be included in the above number. If they cannot attend, the subordinate lodge may send alternate delegates in their place.

Para 36 All elected or appointed officers of the district are automatic delegates to the annual meeting.

Para 37 The President may issue calls for meetings of the officers of the district as needed for planning purposes or any other reason deemed necessary.

Para 38 Minutes of the annual meeting and each officers meeting are to be taken and submitted to the Fraternal Department within 45 days of the meeting date.

Part VIII

DISTRICT SUBSIDY

Para 39 Requirements for subsidies for active districts

(Allotment per member as of December 31st and allotment per new member during the year as decided by the GCU Board of Directors each year.)

- (a) Minimum of four district officers as defined in Para 10.
- (b) Must have held one annual meeting as defined in Para 32.
- (c) Must hold **at least two activities/events** per year. It is suggested that one activity be social in nature and one activity be athletic in nature. Additional activities may be held at the discretion of the officers of the district.
- (d) Each meeting's minutes, attendance report, activity and volunteer hours report, financial report and bank/financial institution statements must be submitted to the Fraternal Department on the quarterly forms provided or on approved self-produced forms following the format of said forms. A roster of district officers must accompany the annual meeting report.
- (e) Subsidy monies are also dependent upon the district submitting a tentative schedule of events and a projected budget for these events for the following year to the Fraternal Department by these deadlines:
 - Calendar of Events due October 31.
 - Projected Budget due December 31.

Para 40 District funding notes

- (a) The purpose of the GCU subsidy is to provide funds to assist the district with holding activities throughout the year. Subsidy funds **may only be used** for promoting fraternalism and camaraderie, for expenses incurred in planning events, or for general supplies for the district. No part of the subsidy may be utilized as a direct donation to any charity, entity or person except for those events sponsored by a GCU lodge or district or by the GCU Home Office.
- (b) Subsidy monies are to be used for fraternal events open to all members.
- (c) Fundraising and Matching Funds events are optional and a district may receive matching funds up to the maximum amount per year, as determined by the GCU Board of Directors.
- (d) Additional funding is available to the districts via the District Grant Program.

Para 41 Maximum operating funds to receive a subsidy

The maximum final balance a district may hold in various operating accounts (checking, savings, etc.) and special funds (scholarship, etc.) as of December 31st in any year is \$10,000. Any district with a total treasury over this amount will not be eligible for a subsidy for that year.

Part IX

OFFENSES, TRIALS AND FINES

Para 42 Every member accused of an offense, shall be reported at once to the GCU President/CEO.

Para 43 Any member found guilty of an offense enumerated in the By-Laws shall be disciplined as provided for in the said By-Laws of the GCU.

Part X

ITEMS IN GENERAL

Para 44 The district has the right to establish suitable regulations for the furtherance of its activities, but these cannot be contrary to these regulations and the By-Laws of the GCU.

Para 45 The district may appoint committees necessary for the operation of the district and all such committee members shall have a right to participate in the next annual meeting except that they shall have no right to vote unless they are duly elected and accredited delegates of their respective lodge.

Para 46 Districts may voluntarily cease to exist by a majority vote of the lodges present at the annual meeting of the district. Each lodge is entitled to one vote. The lodges of the former district would continue to operate per the By-Laws of the GCU and per the Rules and Regulations for subordinate lodges but with no district affiliation.

Para 47 Any scholarship funds held by a district that wishes to dissolve may be turned over to the GCU Foundation as a restricted fund per the directive of the district officers. If the district opts to continue to function, it would be at the discretion of its officers to plan fund raising events to support its scholarship fund.

Title 3

RULES AND REGULATIONS FOR SUBORDINATE REGIONAL LODGES

Part I

INTRODUCTION

Para 1 Pursuant to the intent of the By-Laws of the GCU, the Board of Directors of said Union do hereby promulgate these Rules and Regulations for the Subordinate Regional Lodges of the GCU.

Para 2 The Rules and Regulations herein promulgated shall be binding on all members of the Subordinate Regional Lodges but only insofar as they shall not be inconsistent with the By-Laws of the GCU.

Part II

OBJECTIVES

Para 3 The purpose of the subordinate regional lodges is:

- (a) To promote fraternalism and camaraderie through Regional Lodge sponsored athletic and social events. The Communications

Department and Fraternal-Communications Department of the Home Office will assist in promoting each event sponsored by the subordinate regional lodges.

- (b) To promote and assist the Home Office Fraternal Department with all future national events scheduled within proximity to the subordinate regional lodge.

Part III

MEMBERSHIP

Para 4 Subordinate Regional Lodges are subject to the supervision of the GCU Board of Directors.

Para 5 Members will carry out the instructions and orders of the officers of their respective subordinate regional lodge but only to the extent that the same are not in conflict with the Rules and Regulations for Lodges, Districts, Regional Lodges and the By-Laws of the GCU.

Part IV

TREASURIES

Para 6 Subordinate Regional Lodges shall establish a treasury for administrative expenses. Disbursements from a regional lodge treasury shall be regulated by each respective regional lodge, provided, however, that said disbursements shall not be in contradiction to the By-Laws of the GCU.

Para 7 The Treasurer's report enumerating the financial condition of the subordinate regional lodge must be filed on an annual basis with the Fraternal Department, as well as after additional subordinate regional lodge meetings that are held.

Part V

ADMINISTRATIVE EXPENSES

Para 8 Administrative expenses of subordinate regional lodge officers shall be regulated and paid by the respective subordinate regional lodge.

Part VI

SUBORDINATE REGIONAL LODGE OFFICERS

Para 9 The following officers must be elected at the annual meeting of the subordinate regional lodge:

- (a) President
- (b) Secretary
- (c) Treasurer – The offices of Secretary and Treasurer may be combined.
- (d) Activities Director
- (e) Publicity Director
- (f) Two Auditors

The following offices are optional and may be elected at the annual meeting of the subordinate regional lodge, or may be appointed by the elected officers as necessary:

- (1) Vice President
- (2) Assistant Activities Director
- (3) Fraternal Director
- (4) Sergeant-at-Arms / Standard Bearer
- (5) Chaplain (Clergy)

Ideally, at least 2 officers/trustees from each Parish.

Para 10 For the offices of President, Secretary, Treasurer and Auditor not more than one member of a family (husband, wife, child) or relative to the second degree of consanguinity (which is defined as brothers and sisters and their children) can be elected or appointed.

Para 11 Each elected officer shall have a right to vote for new subordinate regional lodge officers and be elected from among the delegates at each annual meeting of the Regional Lodge.

Para 12 The term of each office shall be one year. The election of officers shall be held at the annual meeting of the subordinate regional lodge, from among those members present, and such annual meetings shall be held in the month of October, November or December.

Para 13 Only Insurance members (including Annuitants) may hold office, and only after 12 months as a member of the GCU.

Para 14 Neither members who are officers, officials or employees of another fraternal benefit society, nor their spouses, or children living at home, may hold any office in the subordinate regional lodge.

Para 15 Notwithstanding the above, the subordinate regional lodge at its annual meeting shall have the option to elect or appoint officers for a two year term of office, if the subordinate regional lodge so desires.

Para 16 The officers of the subordinate regional lodge shall fill all vacancies until the next annual meeting by a majority vote of those present. The President shall have the right to fill all vacancies until the next annual meeting in the event of a tie vote.

POWERS AND DUTIES OF OFFICERS

PRESIDENT

Para 17 The Subordinate Regional Lodge President shall:

- (a) Issue calls for subordinate regional lodge meetings and preside there at.

- (b) Sign all checks together with the Treasurer.
- (c) Not permit the subordinate regional lodge to entertain or engage in any matters contrary to the purposes of the GCU.
- (d) Direct all subordinate regional lodge activities.
- (e) Report to the GCU President/CEO any activity tending to impair or hinder the further success or purpose of the subordinate regional lodge.

VICE-PRESIDENT

Para 18 The Subordinate Regional Lodge Vice-President shall assist the President in all matters, and preside in his/her absence.

SECRETARY

Para 19 The Subordinate Regional Lodge Secretary shall:

- (a) Record the minutes and attendance reports for all meetings, track subordinate regional lodge activities and volunteer hours of all events and submit a copy to the Fraternal Department.
- (b) Receive and respond to correspondence as directed by the Subordinate Regional Lodge President.

TREASURER

Para 20 The Subordinate Regional Lodge Treasurer shall:

- (a) Collect and deposit all the monies belonging to the Subordinate Regional Lodge, and place them in a bank in the name of the Subordinate Regional Lodge.
- (b) Sign all checks with the President.
- (c) Give a financial report at every meeting.
- (d) Submit financial reports (including bank/financial institution statements) to the Fraternal Department after each meeting of the Subordinate Regional Lodge.

AUDITOR

Para 21 The Subordinate Regional Lodge Auditor(s) shall examine the financial records of the Subordinate Regional Lodge, at least annually, and give a report at the Annual Meeting.

ATHLETIC DIRECTOR

Para 22 The Subordinate Regional Lodge Athletic Director shall supervise all approved athletic activities of the Subordinate Regional Lodge in accordance with regulations promulgated by the President/CEO.

ASSISTANT ATHLETIC DIRECTOR

Para 23 The Subordinate Regional Lodge Assistant Athletic Director shall assist the Athletic Director.

COMMUNICATIONS DIRECTOR

Para 24 The Subordinate Regional Lodge Publicity Director shall respond to

the directives of the President. The Communications Director shall promote and communicate lodge activities via various publication and social media channels.

FRATERNAL ACTIVITIES DIRECTOR

Para 25 The Subordinate Regional Lodge Fraternal Activities Director shall help to provide activities for the Subordinate Regional Lodge members and assist in implementing the programs.

SERGEANT-AT-ARMS

Para 26 The Subordinate Regional Lodge Sergeant-at-Arms shall maintain order and decorum as directed by the President.

STANDARD BEARER

Para 27 The Subordinate Regional Lodge Standard Bearer shall display the Flag and Banner as directed by the President.

CHAPLAIN (CLERGY)

Para 28 The Subordinate Regional Lodge Chaplain shall provide spiritual leadership for the Subordinate Regional Lodge.

Part VII

MEETINGS

Para 29 Each Subordinate Regional Lodge must conduct an annual meeting in either the month of October, November or December. The reports of officers shall be rendered at this meeting and new officers shall be elected for the ensuing year from among duly accredited delegates present.

Para 30 The following are the rules of order of the meeting:

- (a) Call to Order
- (b) Opening with appropriate prayer.
- (c) Pledge of Allegiance
- (d) Roll Call of Officers
- (e) Welcoming of Special Guests and Visitors
- (f) Old Business
 - Distribution of minutes from previous meeting. In the interest of time, distribute the minutes to attendees prior to the meeting for review.
 - Vote of acceptance on previous meeting minutes
 - Requires a motion to accept and a second to the motion
 - Reading/distribution of Treasurer's report
 - Does not require motion of acceptance or second to the motion.
 - Reports on events & activities since last meeting. These may be reports by the President, the Fraternal Activities Director,

Athletic Director, Assistant Officers, or by special committee leaders or organizers of said events.

- These reports do not require motion of acceptance or second to the motion.
 - Additional unfinished business
- (g) New business.
- Acknowledgement of new members
 - Reading and/or distribution of correspondence: Includes mail and email
 - Updates on future activities and events in the planning process
 - Re-cap of next steps in planning of upcoming events and assignments to planners
- (h) Open floor request for new ideas or activities
- (i) Reports by special guests or visitors (if applicable)
- (j) Election of Officers (if applicable)
- (k) Announcements/reminders of upcoming activities, events and next meeting
- (l) Adjournment and closing of meeting
- Requires a motion to accept and a second to the motion.
 - Closing of meeting with appropriate prayer.

Para 31 The President may issue calls for meetings of the officers of the district as needed for planning purposes or any other reason deemed necessary.

Para 32 Minutes of the annual meeting and each officers meeting are to be taken and submitted to the Fraternal Communications Department within 45 days of the meeting date.

Part VIII

SUBORDINATE REGIONAL LODGE SUBSIDY

Para 33 Requirements for subsidies for active subordinate regional lodges (Allotment per member as of December 31st and allotment per new member during the year as decided by the GCU Board of Directors each year.)

- (a) Minimum of four regional lodge officers as defined in Para 9.
- (b) Must have held one annual meeting as defined in Para 29.
- (c) Must hold at least two activities/events per year. It is suggested that one activity be social in nature and one activity be athletic in nature. Additional activities may be held at the discretion of the officers of the subordinate regional lodge.
- (d) Each meeting's minutes, attendance report, activity and volunteer hours report, financial report and bank/financial institution statements must be submitted to the Fraternal Communications Department on the quarterly forms provided or on approved self-produced forms following the format of said forms. A roster of Subordinate Regional Lodge officers must accompany the annual meeting report.

- (e) Subsidy monies are also dependent upon the subordinate regional lodge submitting a tentative schedule of events and a projected budget for these events for the following year to the Fraternal Communications Department by these deadlines:
- Calendar of Events due October 31.
 - Projected Budget due December 31.

Para 34 Subordinate Regional Lodge funding notes

- (a) The purpose of the GCU subsidy is to provide funds to assist the subordinate regional lodge with holding activities throughout the year. Subsidy funds may only be used for promoting fraternalism and camaraderie, for expenses incurred in planning events, or for general supplies for the district. No part of the subsidy may be utilized as a direct donation to any charity, entity or person except for those events sponsored by a GCU lodge or district or by the GCU Home Office.
- (b) Subsidy monies are to be used for fraternal events open to all members.
- (c) Fundraising and Matching Funds events are optional and a Subordinate Regional Lodge may receive matching funds up to the maximum amount per year, as determined by the GCU Board of Directors.
- (d) Additional funding is available to the regional lodges via the Subordinate Regional Lodge Grant Program.

Para 35 Maximum operating funds to receive a subsidy. The maximum final balance a regional lodge may hold in various operating accounts (checking, savings, etc.) and special funds (scholarship, etc.) as of December 31st in any year is \$10,000. Any subordinate regional lodge with a total treasury over this amount will not be eligible for a subsidy for that year.

Part IX

OFFENSES, TRIALS AND FINES

Para 36 Every member accused of an offense, shall be reported at once to the GCU President/CEO.

Para 37 Any member found guilty of an offense enumerated in the By-Laws shall be disciplined as provided for in the said By-Laws of the GCU.

Part X

ITEMS IN GENERAL

Para 38 The subordinate regional lodge has the right to establish suitable regulations for the furtherance of its activities, but these cannot be contrary to these regulations and the By-Laws of the GCU.

Title 4

RULES AND REGULATIONS FOR THE NATIONAL LODGE

Part I

INTRODUCTION

Section 1 Pursuant to paragraph 17 of the GCU By-Laws, the Board of Directors of the GCU do hereby promulgate these Rules and Regulations for its National/Home Office lodge, and shall be binding on all members of the national lodge but only insofar as they shall be consistent with the GCU Constitution and By-Laws.

Part II

PURPOSE

Section 2 The national lodge is considered for all intents and purposes a subordinate lodge of the GCU, and has for its purpose the perpetuation of the Fraternal Benefit System under a representative form of government.

Section 3 The national lodge functions solely under the jurisdiction of the GCU Board of Directors.

Title 5

**MEMORIAL SERVICE FOR SUBORDINATE LODGES, DISTRICTS &
SUBORDINATE REGIONAL LODGES**

Section 4 Any officers, duly designated by their subordinate lodge, may offer the following memorial service for its deceased member, but no such service shall conflict with the services of the pastor as may be prescribed and requested by the said member's family.

MEMORIAL SERVICE

Conducted by an officer of the local GCU lodge, district or regional lodges at the funeral home.

Officiant: In the name of the Father, and of the Son, and of the Holy Spirit.

Response: Amen.

Officiant: Let us pray to the Lord.

Response: Lord, have mercy.

Officiant: (All present may join.) O Lord Jesus Christ / to Whom the Father has assigned all judgment / look with mercy and forgiveness upon Your servant (name) / who has come before You to be judged. Forgive Your servant (name) his/her sins of mind, will, heart and body. Count not their kind nor their number / for You alone are without sin.

Remember, instead, O Lord / Your servant's life of work, service, sacrifice and suffering in Your name/ and his/her sorrow for having offended You.

Remember, too, O Lord, / Your servant's fidelity to Your teaching / and, through that teaching, his/her love for us and for this organization.

Accept this intercession for our brother/sister / and grant that one day / we will again be reunited in Your presence. Amen.

Officiant: In blessed repose, grant eternal rest, O Lord, to Your servant and our brother/sister (name) and render his/her memory eternal.

Response: (Sing) Eternal memory, eternal memory, grant O Lord, to Your servant blessed repose and eternal memory.

(Scriptural references: assigned = John 5:22, be judged = Hebrews 9:27)

Title 6

OATH OF OFFICE FOR SUBORDINATE LODGES, DISTRICTS & SUBORDINATE REGIONAL LODGES

Section 5 Every district and lodge officer shall take the following oath:

I (name), swear by one God in the Holy Trinity, by the Most Pure Virgin Mary, by the Patron Saint (name) of my lodge/district, by Saint Nicholas, and by all the Saints of our Church, that I, as a lodge/district officer, shall conscientiously perform all the duties prescribed by the GCU By-Laws, and should I violate this oath, I, ipso facto, renounce all my fraternal rights in the lodge/district and in the GCU. So help me God, Amen.

Title 7

MISCELLANEOUS ITEMS

Section 6 All Subordinate Lodges, Districts and Subordinate Regional Lodges must conduct their business in accordance with the Bylaws of the GCU, as well as the Rules and Regulations for Subordinate Lodges, Districts and Subordinate Regional Lodges as promulgated by the GCU Board of Directors. Each Subordinate Lodge, District and Subordinate Regional Lodge shall have the right to elect its own officers, conduct its own business and to establish its own treasury. All Subordinate Lodges and Subordinate Regional Lodges of the GCU shall hold regular meetings at least quarterly, record the minutes with signatures of those in attendance and submit a true and correct copy to the GCU.

(a) Subordinate Lodges, Districts and Subordinate Regional Lodges may adopt additional Rules and Regulations for the proper conduct of the affairs of the lodge, provided such Rules and Regulations do not conflict with the Bylaws of the GCU, the Rules and Regulations for Subordinate Lodges, Districts and Subordinate Regional Lodges and are approved in advance by the GCU Board of Directors.

(b) All Subordinate Lodges, Districts and Subordinate Regional Lodges may only maintain checking and savings accounts in a GCU Lodge Number Account, and for the specific purpose of conducting the business of the lodge.

(c) Ownership of any additional property, whether real or personal, must be approved in advance by the Board of Directors.

Section 8 A Subordinate Lodges, Districts and Subordinate Regional Lodges must immediately notify the GCU in writing if any legal action is instituted against it or the GCU and service of process is made upon such Subordinate Lodge, District or Subordinate Regional Lodge, or if notice and legal papers are

served upon the officers of such Subordinate Lodge, District or Subordinate Regional Lodge. If a verdict shall be rendered against the GCU and a loss results because the GCU was not informed in time to defend and properly answer such action, the Subordinate Lodge officers who neglected to forward such notice as herein specified, to the GCU, shall be financially responsible for any loss or damage sustained by the GCU or the Subordinate Lodge, District or Subordinate Regional Lodge.

Section 9 In the event of a merger of Subordinate Lodges, all property, funds and assets shall be dispersed in accordance with the Mission Statement of the GCU. Any remaining funds will be dispersed to the GCU Foundation.

Section 10 The Rules and Regulations for Subordinate Lodges, Districts & Subordinate Regional Lodges may not be suspended by the districts, subordinate lodges and subordinate regional lodges.

Section 11 These Rules and Regulations for Subordinate Lodges, Districts & Subordinate Regional Lodges may be amended from time to time by a majority vote of the GCU Board of Directors.

ADOPTION

The Rules and Regulations for subordinate lodges, districts, subordinate regional lodges and the National/Home Office lodge, herein enumerated are hereby approved and adopted and made effective the ??th Day of November 2018 by the GCU Board of Directors, duly and lawfully assembled in the City of Beaver, Pennsylvania.

-s- **Gregory N. Vladika** Chairman of the Board
Attest: -s- **George A. Kofel** Vice Chairman of the Board